



ANNUAL ACADEMIC POLICY FOR THE SESSION 2024-25

BIJNI COLLEGE::BIJNI

Introduction

Bijni College is an undergraduate college situated on the Indo-Bhutan border, Bijni. The college is established in the year 1969 at Bijni of Chirang district in Assam. The college is affiliated to Bodoland University. It is one of the leading higher education institutions in Chirang district of Bodoland Territorial Region (BTR) which is affiliated to Bodoland University. It offers Four Year Undergraduate Programme (FYUGP) and Post Graduate Programmes. It has fourteen departments i.e. Assamese, Bengali, Bodo, Botany, Chemistry, Economics, Education, English, History, Mathematics, Philosophy, Physics, Political Science and Zoology. The departments offer Major, Minor, Skill Enhancement, Ability Enhancement, Value Added, Add-on (Course related and Skill based) and Soft Skill Courses. The institution is committed to foster academic excellence, holistic development and social responsibility among its students. The institution frames Annual Academic Policy (AAP) which is the fundamental instrument for systematic conduct of academic activities. The AAP of Bijni College aims to outline the principles, guidelines and procedures governing all aspects of teaching, learning and assessment to ensure a conducive educational environment aligned with the mission and vision of Bijni College.

Goals

The AAP of Bijni College is designed with the following goals:

- Integration of Technology
- Integration of Sports
- Academic Ethical Culture
- Social Immersion and Cultural Learning

Objectives

The AAP of Bijni College is designed with the following objectives:

- Offering Outcome Based Education (OBE) that focuses on enhancing student learning outcomes through structured curriculum and innovative pedagogical approaches.
- Integrating Information Communication Technology (ICT) for making effective teaching and learning.
- Engaging students in societal learning through social immersion activities and promote cultural inclusivity and diversity.
- Integrating Sports and Yoga for balancing mental and health.
- Establishing a unified and need-specific academic culture that nurtures intellectual growth, creativity and ethical values among students.
- Offering transparency and equity.

Jurisdiction and Focused Areas

The AAP of Bijni College is applicable to all students, faculty members, administrative staff and stakeholders involved in academic activities. It encompasses the following key areas:

- Academic Calendar and Class Routine
- Curriculum Enrichment and Unitization of Syllabus
- Induction Programme
- Add-on Course
- Soft Skill Programmes
- Teaching, Learning and Evaluation Process
- Tutorial System
- Mentoring System
- Application of ICT Tools
- Academic Environment
- Research
- Publication

- Observation of Days and Events
- Class Management System
- Responsibility and Accountability
- Policy Review and Documentation
- Result Analysis
- Feedback Analysis

Academic Calendar and Class Routine

Bijni College publishes an annual Academic Calendar detailing academic, co-curricular, and extracurricular activities at the beginning of class. Class routine, class allotment to faculty and other academic events shall be made available on college website one week prior to the start of classes to facilitate effective planning and coordination.

Curriculum Enrichment and Syllabus

The departments will make the curriculum enrichment strategy to align with societal needs and emerging trends in education on the tune of prescribed syllabus of Bodoland University. The departments will review periodically on course completion. The enrichment strategy of curriculum shall incorporate experiential learning opportunities and feedback mechanisms to ensure relevance and effectiveness.

Induction Programme

Bijni College will play an important role in development of individual, family and society, laying foundation of a strong nation. The goal is to enrich all fields of knowledge, inculcate sense of responsibility and enhance the inner potential of an individual. At present Bijni College enrolls 1100 students. It is the responsibility of college to provide quality education to each and every student. The transition of students from secondary to higher education or from undergraduate to postgraduate study needs support of the institution in a way that they develop a sense of belongingness and an awareness of their rights as well as responsibilities. Bijni College has initiated and will continue Induction Programme with a purpose to help students acclimatize with the new surroundings, develop bond with fellow students and teachers, sensitivity towards various issues of social relevance and imbibe human values so as to become the responsible citizens. Ensuring a well-designed induction programme will help both teachers and students for setting the pace of fruitful teaching-learning

experiences.

Add-on Courses

The department will offer approved Add-on Certificate Course (Course Related) by Academic Board/Governing Body/Academic Register of affiliated university. It will be specifically structured courses acting as a supplement to a student's primary field of study by providing extra educational prospects in specialized or supplementary subjects.

The institution will offer approved Add-on Certificate Course (Career Related) by Academic Board/Governing Body/Academic Register of affiliated university through MoU.

Field Study/Educational Tour

Field visits are essential for reinforcing academic content by transforming abstract theories into tangible experiences. When students participate in field visits, they observe first-hand how concepts and ideas they study in textbooks apply to everyday life, industries, and environments. With view to that departments, forum and associations will organise field study/educational tour. For better understanding, the organiser will make collaboration with Local NGO/Local Body/Local Association/Local Society/Local Committee of the study area.

Soft Skill Programme

The departments will offer Soft Skill Programme on Computing, Public Speaking, Debate, Language Communication, Poem recitation, Ethical Treatment to Environment, Seminar Paper Writing and Presentation and Leadership.

Teaching, Learning and Evaluation Process

Outcome-Based Education (OBE) is the cornerstone of academic delivery at Bijni College. It emphasizes clear learning outcomes, student centric instructional methods and continuous assessment to gauge student progress and achievement. Faculty members are encouraged to use ICT tools, e-resources and smart classrooms for interactive and engaging teaching sessions.

Class Delivery Methods: The college emphasizes effective delivery methods through structured lesson plans, interactive sessions and project-based learning. The faculty applies knowledge and result oriented teaching methodologies. On the first teaching the faculty discusses the topic in detail with interaction. On the next class on same topic the faculty highlights probable questions for the examination and their answers. Faculty members

maintain work diaries and receive continuous feedback to enhance teaching effectiveness and student engagement.

Exam and Evaluation Practices: Regular class test, half yearly examination are conducted as per the academic calendar. Assessment practices at Bijni College are fair, rigorous, and periodic to evaluate student academic performance objectively. Question papers and answer sheets undergo scrutiny to ensure academic integrity and alignment with course objectives and OBE principles.

Tutorial System

The college implements a tutorial system to cater to diverse learning needs, including advanced and slow learners. Faculty members maintain students' attendance in class, and student activity records to provide personalized support, facilitate problem-solving sessions, and conduct periodic performance appraisals to track student academic progress.

Mentoring System

The mentoring system at Bijni college is designed to support and guide students throughout their academic journey, fostering both personal and academic growth. Every faculty member serves as dedicated mentors, offering individualized attention to students, helping them navigate challenges, set goals, and make informed career choices. This system encourages open communication, where students feel comfortable discussing academic concerns or personal development issues, promoting a supportive learning environment. This system aims to instill ethical values and social responsibility, aligning with the vision and mission of Bijni College to nurture well-rounded, competent individuals ready to lead and contribute meaningfully to society.

Application of ICT Tools

Bijni College leverages ICT for seamless delivery of education, including online evaluation, learning management systems (LMS), and Wi-Fi enabled campuses. E-resources, digital libraries and internet facility are accessible to students and faculty to support project work and collaborative learning initiatives.

Academic Environment

The college will uphold a ragging free, gender and social discrimination-free campus environment that promotes social and gender empowerment. It ensures equal opportunities for all students and faculty members to participate in academic and extracurricular activities without bias or discrimination based on caste, creed or socio-economic background.

Research and Publication

Departmental seminar on current issue and workshop on research methodology will be conducted by departments in association with Research, Innovation and Publication Cell. Departmental wall magazine, magazine, journal, books and newsletter will be published by departments with the help of Publication Cell of Bijni College.

Observation of Days

Important state, national and international days link to the department and cell will be observed by concerned departments and cells in departmental class room or auditorium hall. The department and cell may invite participants and resource persons from other departments to make interdepartmental day observation. The department and cells may also invite resource person from outside institution. Government directed or sponsored programmes will be adjusted in the ongoing class to carry out the rhythms of class environment, if not possible it will be organized centrally in Auditorium Hall by appointed committee.

Class Management System

Class Monitoring Committee (MC) will be constituted with senior faculty members under the convenorship of Academic In-charge. The responsibility of members of the Monitoring Committee is to supervise the class and ensure that class is taken in time as per class routine by the faculty. If the allotted faculty is found to be absent by monitors, then they will immediately inform to the Academic In-charge. The Academic In-charge will arrange immediately alternative faculty for the class if manageable.

Responsibility and Accountability

Faculty members, supported by academic committees and administrative bodies like the Routine Committee, Examination Committee, HoDs and Monitoring Committee are responsible for ensuring the smooth conduct of academic activities. The Internal Quality Assurance Cell (IQAC) monitors adherence to academic standards and reviews the effectiveness of teaching-learning processes. Parent-teacher meet and home visit are conducted to ensure the three-tier learning system.

Policy Review and Documentation

Policy Review: The Academic Policy of Bijni College undergoes periodic review by the Academic Cell and IQAC to incorporate feedback, align with regulatory changes and enhance its relevance to evolving

educational needs. Reviews are scheduled as per the direction of the principal in consultation with relevant stakeholders.

Related Procedures and Documentation: Procedures for curriculum enrichment and unitization of syllabus preparation, scrutiny of course files, question papers, auditing practices, and conduct of assessments are documented in accordance with HS Regulations and Examination Manuals of the college.

Result Analysis

The departmental heads will analyse the departmental examination results to find out the pass percentage, quality of result, scores in subjects and number of not appearing examinee. Result analysis report will be prepared and submitted to the Academic In-charge by head of departments with the help of faculty members. The overall examination result analysis report will be prepared by the Academic In charge with the help of the members of Academic Cell and publishes the same on website for information to all stakeholders.

Internal Academic Audit

Internal academic audit is crucial for ensuring the compliance of academic processes with accreditation requirements and for maintaining institutional standards. Its key roles include: Performing internal academic audits to assess the quality of academic processes and standards. Preparing audit reports and taking appropriate actions to correct nonconformities. Establishing effective internal controls and reviewing policies related to quality. Conducting regular internal academic audits to refine quality assurance standards. Allowing departments to make proper introspections and assessing standards related to accreditation processes. Acting as a communication channel and preparing audit reports effectively. Suggesting measures to implement remediation strategies for deficiencies. These functions are essential for the continuous improvement of academic quality and the institution's adherence to accreditation standards. Internal Academic Audit will be conducted by Internal Academic Audit Committee constituted by the principal.

Faculty and Students' Feedback

The Feedback from students and faculty will be taken and reported by Feedback Cell. The purpose of feedback in the assessment and learning process is to improve student's and faculty's performance. It is essential that the process of providing feedback is a positive, or at least a neutral, learning experience for the student and faculty.

Conclusion

The Academic Policy of Bijni College reflects its commitment to providing quality education along with

soft skill and communication skills, fostering academic excellence with career development and nurturing holistic development among students. By adhering to the principles outlined in this policy, the college aims to create a dynamic learning environment that prepares students for global challenges and overall success while upholding ethical values and social responsibilities. This policy will serve as a guiding framework for all academic endeavors at the college and will be reviewed periodically to ensure its effectiveness and alignment with institutional goals and regulatory requirements.

Prepared by IQAC and Academic Cell.

Approved by Competent Authority.



PC
Principal

Bijni College::Bijni, Assam, India